

# Business Practices Checkup

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Business \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Person \_\_\_\_\_

## Fiscal Matters

### Fiscal Reports and Analysis

	Comments	Priority
Budgeting – Financial Projections	<input type="checkbox"/> _____	Hi
Income Statement – Balance Sheet	<input type="checkbox"/> _____	M
Cash Flow Report & Funds Usage	<input type="checkbox"/> _____	Lo
Operating Results – Ratio Analysis	<input type="checkbox"/> _____	
Total Asset Management System	<input type="checkbox"/> _____	
_____	<input type="checkbox"/> _____	

### Fiscal Policies and Relations

	Comments	Priority
Financial Resources Evaluations	<input type="checkbox"/> _____	Hi
Lender – Bank Relations & Support	<input type="checkbox"/> _____	M
Bonding: Limits and Analysis	<input type="checkbox"/> _____	Lo
Insurance & Risk Management	<input type="checkbox"/> _____	
Workers Compensation Review	<input type="checkbox"/> _____	
Federal, State & Other Reporting	<input type="checkbox"/> _____	
_____	<input type="checkbox"/> _____	

## Management

### Policies and Procedures

	Comments	Priority
OSHA & EPA Rules - Regulations	<input type="checkbox"/> _____	Hi
EEO & ADA Rules – Regulations	<input type="checkbox"/> _____	M
Affirmative Action – Mentoring	<input type="checkbox"/> _____	Lo
Hiring – Reprimand – Dismissal	<input type="checkbox"/> _____	
Employee Manual – Handbook	<input type="checkbox"/> _____	
General Policies & Procedures	<input type="checkbox"/> _____	
_____	<input type="checkbox"/> _____	

### Structure and Practices

	Comments	Priority
Functional Organizational Chart	<input type="checkbox"/> _____	Hi
Job Descriptions – Duty Rosters	<input type="checkbox"/> _____	M
MBO: Management by Objectives	<input type="checkbox"/> _____	Lo
Performance Reviews – Evaluations	<input type="checkbox"/> _____	
Performance Incentives & Rewards	<input type="checkbox"/> _____	
_____	<input type="checkbox"/> _____	

### Style and approach

- Total Quality Management
- Team Effort – Participation
- Internal Suggestions – Innovations
- Formal – Informal Communication
- Use of Outside Professionals

  
  
  
  
  

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Priority

 Hi  
 M  
 Lo

### Compensation and Benefits

- Wage & Hour comp – Benefits
- Management: Comp – Benefits
- Cafeteria Plan – Profit Sharing
- Retirement Plan – Administration

  
  
  
  

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Priority

 Hi  
 M  
 Lo

## Information

### Utilization of Computer System

- Inventory counts & Controls
- Customer Billing & Invoicing
- Accounts Payable Processing
- Payroll & Benefits Package
- Specialized – Custom Software
- Degree of Integration – Network
- Management Info & Reports
- Overall System Design & Utility

  
  
  
  
  
  
  
  

Comments

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Priority

 Hi  
 M  
 Lo

### Information timeliness & Quality

- Marketing & Sales Information
- Production & Operating Reports
- Financial & Budgeting Reports
- Overall Management Information

  
  
  
  

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Priority

 Hi  
 M  
 Lo

## Planning Modes

### Long Range Planning

- Vision – Mission Statement
- Strategic Planning – SWOT
- Long Range Business Plan
- Succession Plan (Buy/Sell)

  
  
  
  

Comments

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Priority

 Hi  
 M  
 Lo

**Intermediate Planning**

Two Year (+) Marketing Plan	<input type="checkbox"/>	_____	Priority
Two Year (+) Operating Plan	<input type="checkbox"/>	_____	Hi
Two Year (+) Financial Plan	<input type="checkbox"/>	_____	M
Human resource Plan & Program	<input type="checkbox"/>	_____	Lo
Capital Equipment Plan & Program	<input type="checkbox"/>	_____	
_____	<input type="checkbox"/>	_____	

**Short Term Plans**

One Year (-) Marketing Plan	<input type="checkbox"/>	_____	Priority
One Year (-) Operating Plan	<input type="checkbox"/>	_____	Hi
One Year (-) Financial Plan	<input type="checkbox"/>	_____	M
Interim Business Plan – Transition	<input type="checkbox"/>	_____	Lo
_____	<input type="checkbox"/>	_____	

**Growth Strategies**

**New Products and/or Markets**

		Comments	
Market Entry: Products – Services	<input type="checkbox"/>	_____	Priority
Proprietary or Patented Products	<input type="checkbox"/>	_____	Hi
Market Entry: Markets – Locales	<input type="checkbox"/>	_____	M
Licensing – Franchise Possibilities	<input type="checkbox"/>	_____	Lo
_____	<input type="checkbox"/>	_____	

**Direction and Funding**

Expansion or Acquisition Plans	<input type="checkbox"/>	_____	Priority
Mergers or Joint Venture Plans	<input type="checkbox"/>	_____	Hi
Ownership – Equity – Debt	<input type="checkbox"/>	_____	M
IPO – Prospectus Development	<input type="checkbox"/>	_____	Lo
_____	<input type="checkbox"/>	_____	

**Marketing Activities**

**Market & Product Research**

		Comments	
Product – Market Testing	<input type="checkbox"/>	_____	Priority
Focus Groups Panel Studies	<input type="checkbox"/>	_____	Hi
Intercept & Opinion Surveys	<input type="checkbox"/>	_____	M
Demographic Studies & Analysis	<input type="checkbox"/>	_____	Lo
Psychographics Profiles	<input type="checkbox"/>	_____	
_____	<input type="checkbox"/>	_____	

### Planning, Programs & Processes

Market Driven Planning Process	<input type="checkbox"/>	_____	Priority
Market Positioning Strategies	<input type="checkbox"/>	_____	Hi
Competitive Advantage Goals	<input type="checkbox"/>	_____	M
Distributors – Dealers – Retailers	<input type="checkbox"/>	_____	Lo
Pricing Strategy & Formulation	<input type="checkbox"/>	_____	
Advertising – Sales Promo Plan	<input type="checkbox"/>	_____	
_____	<input type="checkbox"/>	_____	

### Sales Related

#### Forecasting and Objectives

Sales Forecast: Model – Process	<input type="checkbox"/>	_____	Priority
Territory – Outlet Sales Projections	<input type="checkbox"/>	_____	Hi
Cost of Sales Estimates/Budgets	<input type="checkbox"/>	_____	M
Target Markets and/or Niches	<input type="checkbox"/>	_____	Lo
Sales Goals: Products – Markets	<input type="checkbox"/>	_____	
_____	<input type="checkbox"/>	_____	

#### Processes, Programs & Profitability

Profitability of Product Line	<input type="checkbox"/>	_____	Priority
Bidding – Proposal - Offer Process	<input type="checkbox"/>	_____	Hi
Merchandising – Display Programs	<input type="checkbox"/>	_____	M
Sales Incentives – Promotions	<input type="checkbox"/>	_____	Lo
Sales management – Training	<input type="checkbox"/>	_____	
Sales Compensation Programs	<input type="checkbox"/>	_____	
_____	<input type="checkbox"/>	_____	

### Operations

#### Manufacturing and Production

Cost of Goods – Production	<input type="checkbox"/>	_____	Priority
Materials Purchasing – Handling	<input type="checkbox"/>	_____	Hi
Flows – Automation – Robotics	<input type="checkbox"/>	_____	M
Production Schedules & Staffing	<input type="checkbox"/>	_____	Lo
_____	<input type="checkbox"/>	_____	

#### Quality Assurance Issues

Quality Control Procedures	<input type="checkbox"/>	_____	Priority
Minimum rejects – Zero Defects	<input type="checkbox"/>	_____	Hi
Time and Motion Studies	<input type="checkbox"/>	_____	M
Production Supervision - Training	<input type="checkbox"/>	_____	Lo
_____	<input type="checkbox"/>	_____	

# Competitive Advantages

## Perceived Strengths

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Perceived Weaknesses

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Opportunities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Possible Threats

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_